

# 279TH BASE SUPPORT BATTALION

## COMMANDER'S POLICY

<b>POLICY NUMBER:</b> 01-27	<b>DATE:</b> 01 August 2003
<b>SUBJECT:</b> Community Out-processing	
<b>PROPONENT:</b> S2/S3 (469-1530)	<b>DISTRIBUTION:</b> A, B, & C

**PURPOSE:** Establish the 279th Base Support Battalion policy and procedure for the out-processing of soldiers leaving the Bamberg German/American Military Community.

**SCOPE:** Applies to all out-processing personnel in the Bamberg German/American Military Community.

**REFERENCES:** USAREUR Regulation 612-1, Community Central In and Out-Processing

### POLICY:

1. Applies to all soldiers assigned, attached or with duty in the Bamberg German/American Military Community who are required to clear the community.
2. Personnel in receipt of permanent change of station (PCS) orders must attend a PCS briefing. Personnel in receipt of separation orders (ETS, ESA, Chap, or RET) must attend either a separation or retirement briefing.
3. Upon receipt of orders (PCS, ETS, RET, ITT, COT, or Chap), soldiers must report to the Central Processing Facility (CPF), Bldg 7029, Room 105, for completion of an out-processing questionnaire. Appointments for issuance of clearing papers will be set fifteen working days before departure. Clearing papers will actually be issued ten working days before departure date.
4. Units should give soldiers enough time, not to exceed 10 working days, to complete out-processing requirements. Soldiers should not be assigned duties which interfere with out-processing appointments. Units are responsible for the accountability of soldiers during out-processing.
5. Soldiers who are issued clearing papers without orders must report to CPF prior to the clearing papers being 30 days old in order to revalidate or reissue papers.
6. "Maximum Support! It Shall Be Done."



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Commanding